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16 July 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

1. Last week a wireless loop system with ten headphones was installed in the room in which we administer reading comprehension and language aptitude tests. The loop, which is essentially a circle of wire plugged to a conventional tape recorder, will provide more flexibility for our language testing facilities, since it will enable us to administer listening comprehension tests at the same time -- and in the same room -- that we give reading comprehension tests.

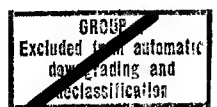
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2. We offered the use of our conference room to [] for a meeting on area training with representatives from DLI and FSI. During a break in their discussions, we gave Joe Hutchinson, Academic Advisor of the DLI, a quick tour of our facilities. He expressed interest in our planned purchase of Cooper machines and discussed pooling the overseas resources of State, DOD, and CIA to obtain high-quality, on-the-spot tape recordings of foreign radio broadcasts for use in aural comprehension courses. Both DLI and we have tried using [] materials for this purpose, but found that the recordings were not satisfactory. Coincidentally, I put in a request only this week to [] to make a set of recordings [] for us. I intend to pursue this idea of pooling government resources for radio tapes at the next Interagency Language Roundtable.

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STATSPEC

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3. On 14 July we held our monthly All Hands Meeting, in which I responded to questions put to the Chief, Language School by the Faculty Advisory Committee. Twelve questions were raised by the Committee, ranging from such subjects as improvement of the student telephone situation, improvement of the health room, putting extra shelves in the rest rooms, to the following:



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Is it possible for the instructors to have more compensatory time for overnight stays []

Can instructors get the results of the proficiency tests on their students?

How many hours should a part-time and full-time teacher normally teach?

What are the training assistant's responsibilities? What can the instructor expect the training assistants to do for them?

Can there be a more open policy on pay rates and promotions, job ceilings, standards for professional employment, etc.?

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I spent the better part of an hour answering the above questions in detail, enunciating policies such as the one which permits up to three hours comp time for work in the evening [] I told the instructors that normal contact time with students for a five-hour employee should be about three or four hours a day, and that a full-time employee should normally be in the classroom teaching somewhere between four-and-a-half and five-and-a-half hours a day. I explained that we do not give the results of student proficiency tests to the instructors so that we may maintain objectivity and diminish the opportunity for dissension between teachers and testers. I informed the meeting that I would be happy to discuss, in detail, at the next meeting the matters of promotions, pay administration, etc. I intend to discuss this matter in detail with the OTR Personnel Officer and DDTR so that we will all agree on the basic guidelines.

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4. On 13 and 14 July [] and three of our Spanish instructors visited FSI to observe the "programmatic" method of teaching Spanish that they are using. Our instructors observed classes and discussed the program with FSI linguists, instructors, and students. We are planning to try these materials with a class which begins 26 July. If the results are satisfactory, we may use programmatic Spanish for all subsequent Spanish classes. The program takes six weeks and covers all the essential structures of the language. The vocabulary is limited to 1500 words.

5. In response to requests from students, the French Department will begin rotating the second instructor in each class, so that students can hear a variety of accents and experience a variety of instructor personalities. Although we have had instructor rotation in many of the languages we teach, this move represents a change in the Romance Department, where classes often had the same instructor from start to finish.

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6. We have provided [] with two tape recorders and headsets, STATSPEC in response to their request for a minimal language laboratory facility in the Key Building. We also send them, on a weekly basis, VOA tapes in French, Spanish, German, and Mandarin, which their personnel use for maintenance of listening comprehension skills.

7. There were no classes held during the week of 5 - 9 July, however, there were 18 proficiency tests given.

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Acting Chief, Language School

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